



Job Posting

7/13/18

Position: Executive Director for Family Enrichment Center (FEC)

Organization overview: FEC provides training, support, mentoring, and in-kind services to adoptive, foster, and kinship families to fill the gaps in the child welfare system in Calhoun County Michigan, with additional responsibilities for recruitment and retention in 18 counties in the western portion of the state. Programs include: Take a Break Child Day Care, Recruitment and Retention, Foster, Adoption, & Kinship Family Support Programs, and Foster Care Navigators

Minimum requirements include:

- BA in social work, social services, human services, business, public, or nonprofit management, or related field.
- Five or more years experience in nonprofit management or supervision
- Budget and financial management skills
- Experience in human resource and staff relations
- Strong written, public speaking, and oral communication skills
- Fundraising skills
- Knowledge of child welfare system in Michigan related to foster care, adoption, & kinship care
- Marketing and technology skills
- Ability to interact with diverse groups of volunteers, donors, and communities
- Must be able to pass background check

Hours: .5 to .75 FTE with potential for growth

Location: Calhoun County with supervisory responsibility for all programming provided by the agency.

To apply: Submit resume, cover letter, and reference list to:

Personnel Committee: Confidential
Family Enrichment Center
415 South 28th St.
Battle Creek, MI 49015-2815

Please sign your name on the envelope across the seal.

Deadline for applications is: August 3, 2018

Family Enrichment Center
415 S. 28th Street
Battle Creek, MI 49015

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